



U.S. Embassy Podgorica  
Dzona Dzeksona #2  
81000 Podgorica  
Podgorica, June 02, 2020

To: **Prospective Quoters**

Dear Prospective Offeror/Quoter,

The American Embassy Podgorica intends to establish multiple Blanket Purchase Agreements (BPA) for: **Cleaning supplies and equipment with local delivery within 3 days from making a BPA call.**

We estimate that the volume of purchases through this BPA will be EUR 45 000.00 during the period of 3 years.

The Embassy is not obligated to purchase any definite amount under this BPA, and the amount of any one purchase will not exceed the equivalent of EUR 2,000.00.

Value Added Tax (VAT) is not applicable to purchases made under this BPA because U.S. Embassy has a VAT exemption certificate from the host government.

Payment shall be made via Electronic Fund Transfer (EFT) within 30 days from receipt of correct summary invoice. The summary invoice shall be submitted on a monthly basis or upon expiration of the BPA, whichever occurs first, for all deliveries made during the monthly billing period. The invoice shall identify the call orders/delivery tickets covered therein, stating the total value, and supported by recent copies of the call orders/delivery tickets.

BPA may be awarded to firms that are technically acceptable, responsible and clearly intend to sell products or services to the U.S. Government at market prices or below. While we may award multiple BPAs, we will only award the number of BPAs we believe are sufficient to meet our needs and regulatory competition requirements.

The Contracting Officer will determine technical acceptability by ensuring that the firm is able to comply with the terms of this BPA. Responsibility will be based on requirements of FAR 9.1:

- 1) Evidence that you operate an established business in the form of a copy of Excerpt issued by the Central Registry of Business Entities
- 2) A copy of your Tax Identification Certificate
- 3) A copy of Company's Registration Certificate
- 4) Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments
- 5) Satisfactory record of integrity and business ethics;
- 6) Necessary equipment and facilities or the ability to obtain them; and be otherwise qualified and eligible to receive an award under applicable laws and regulations
- 7) A copy of your pricelist
- 8) NDAA compliance (fill in representations under 52.204-24 & 52.204-26)
- 9) Proximity to Government Premises

Direct any questions regarding this BPA in writing and in English exclusively. E-mail the questions to [podgoricasolicitations@state.gov](mailto:podgoricasolicitations@state.gov) no later than close of business on **March 25, 2021**.

Quotations are needed **by 05 PM local time (CET) on April 5, 2021**. Quotes should be submitted by email to the following address: [PodgoricaSolicitations@state.gov](mailto:PodgoricaSolicitations@state.gov).

Oral quotations will not be accepted.

Sincerely,



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Contracting Officer  
Renee Cummings